

Deep Life, Deep Work and Benjamin Franklin Daily Routine.

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I Will Read or Listen Like AudioBook On Phone, On Daily Basis And Apply To Create Daily Planning.

Documents That Will Stay At Home and Documents That Will Be Brought to Work.

1. Documents Leave At Home.

- A. Quarterly Planning.**
- B. Project Tracker.**
- C. Values.**
- D. Personal Code of Conduct.**
- E. Professional Code of Conduct.**

2. Documents Bring To Work.

- A. Daily Planning.**
- B. Weekly Planning**
- C. Calendar.**
- D. Habit Tracker.**
- E. Journal.**
- F. Headphone.**
- G. Phone.**
- H. Documents How to do TimeBlocking.**
- I. Deep Life and Deep Work.**
- J. Document On What Training Do I Do On Daily Basis.**

Documents That I will Use on Daily and Weekly Basis and Other Times For Reading or Listen.

1. Documents Use On Daily Basis.

- A. Deep Life, Deep Life AND Benjamin Franklin Routine Document (Schedule DAY.**
- B. Rules of Reading 1-12. Additionally, Below are documents to be used Daily.**
 - Rules of Reading 10a to 10k.
 - Logic Books 1-7.
 - Grammar Books 1-3.
 - Writing Books 1-8.
- C. Bible Study and Devotional Books 1-3.**
- D. Marriage Books.**
- E. Reflect, Review, Journaling and Visualisation Document.**
- F. Health For Checking food, minerals and vitamins to eat and Drink**

2. Documents Use On Weekly Basis.

- A. Value Documents By Which I live.**
- B. Personal Code of Conduct For Personal Life.**
- C. Professional Code of Conduct for Professional Life.**
- D. Reflect, Review, Journaling and Visualisation Document.**

3. Documents Use For Other Time Basis.

- A. Deep Work.**
- B. Deep Studies.**
- C. Studies.**
- D. Learning.**
- E. Parenting.**
- F. Habits Books 1-6.**
- G. Church Books.**
- H. Stoicism.**
- I. Communication.**
- J. Classical Books.**
- K. Finance.**
- L. Other Topics And Books.**

Stage 0:Core Systems

First Things First: Your Personhood Precedes Your Productivity. Good productivity system is a tool to serve the whole person. Your personhood comes first! Your productivity system is there to serve you, not the reverse.

Below are summaries of the **Two** main categories that contain the elements of my core systems: **Core Documents And Core Productivity**.

List Of The Items I need To Have.

Quarterly

- Pen.
- Ruler.
- Quarterly Planning.
- Value Document.
- Project Tracker.
- Calendar.
- Deep Life and Deep Work and Benjamin Franklin Routine.
- Task List.

Weekly

- Pen.
- Ruler.
- Weekly Planner Notebook.
- Quarterly Planner Notebook.
- Value Document.
- Project Tracker.
- Calendar.
- **Deep Life and Deep Work and Benjamin Franklin Routine.**
- **Task List.**

Daily:

- Pen.
- Ruler.
- Daily Planner Notebook.
- Deep Work Notebook.
- Habit Tracker.
- Project Tracker.
- Calendar.
- Journaling, Review, Reflect Notebook.
- Value Document.

- **Deep Life and Deep Work and Benjamin Franklin Routine.**
- **Task List.**

List of Items That Stays At Home.

- **Value Document.**
- **Weekly Value Plan.**
- **Journaling, Review and Reflect Notebook.**
- **Weekly Plan Notebook.**
- **Quarterly Plan Notebook.**
- **Project Tracker .**

List of Items That I have With Me.

- **Daily Planner Notebook.**
- **Weekly Plan Notebook.**
- **Monthly Calendar.**
- **Habit Tracker.**
- **Pen.**
- **Ruler.**
- **Deep Life and Deep Work and Benjamin Franklin Routine.**

Core Documents

1. Discipline-Internally Powered Efficacy (Productiveness).

Rule 1- Check Disciplines Once A Year During My Birthday, and Review How I am Doing and What next Disciplines I need To Do It For Next Year.

Rule 2-Define your non-negotiable: Identify a few daily activities that requires Discipline that are crucial for your well-being and make a commitment to do them every day.

Rule 3-Take few things and think how can I make progress everyday. If its too hard find something easier.

Rule 4-Set up organizational systems: Choose tools that will help you stay organised, such as a planner, calendar. Consistently use these tools to manage your time and tasks.

Rule 5-Create a routine: Establish a daily routine that incorporates your non-negotiable and gives structure to your day.

Rule 6-Get Metric And track if Done This discipline.Sometimes track the execution of these disciplines with metrics Such as Exercise or How many hours of Deep Word I have done today.. Sometimes I take a break from this tracking.

2. Values- External Powered.

In this Part of the Document I will Write My Roles and the Values by which I try to live each of them on Daily Basis.

Rule 1-Identify and Write Down List Of Roles and The Values You Associate With them and by which I Try To Live on Daily Basis. Take some time to think deeply about what values are most important to you.

Rule 2-Write My Roles and The Values By which I Try To Live Each Of Them On Daily Basis:

- I. Step 1- Identify Specific Actions, Specific Habits or Behaviour, that go with Actually living out your values.**
- II. Step 2- Write First Person Narrative, What or How I want to be or act in that role that narrative implicitly captures my value. This way of Writing Makes The Value Concrete. Example:**
 - A. Roles:** “I want to be the kind of Husband, Parent and friend who ...*A values-based behavior related to the role:* “...who listens when the people I love want to have a conversation with me.”
 - B. Concrete values-based action,** “When people I love want time with me, and I am just fiddling on the computer or my phone, I lock or shut down the tech toys and walk away, so I can be truly present with them.” (If I am working intensely on something, I might ask that we talk a little later.)
 - C. The key is that I’ve expressed my value as an action, a measurable behaviour:** I either turn away from scrolling through my phone and turn toward my family member — I live out that values-based action — or I do not.

III. Step 3-Example of Writing

1. Value:

- A. Example of Writing.**
- B. A Value Based Behaviour To The Role.**
- C. Concrete Value Based Action.**

Rule 3-Create a personal code: Write down your values and create a personal code that you will live by.

I. Step 1- Use the Words “Always” and “Never” to Help You Write Down a Personal Code of Conduct. Example.

- A. *I don’t commit verbal violence toward anyone, including myself.”***

Rule 4-Review The Core Values on Daily, Weekly and Quarterly Basis.

Rule 5-Ask Yourself Am I following The Value Document. Are They Align with My Quarterly, Weekly, Daily Plan?

Rule 6- Add New Values and Personal Conduct in Value Document.

I. Personal Code Of Conduct.

A. Personal Life.

- Behavior.**
- Moral and Ethics.**

B. Professional Life.

- Behavior.**
- Moral and Ethics.**

**I Will Read or Listen Like AudioBook On Phone, On Daily Basis
And Apply To Create Daily Planning.
Stage 1-Core Productivity.**

**2. Update Career and Personal Strategic Plans (Quarterly
Planning) Once Every Semester**

Rule 1- Every Quarter Planning is Based On The Following:

I. My Value Document.

- **Values I want to Practice for the Quarter.**
- **Professional Code of Conduct, I would Like to Practice for The Quarter.**
- **Personal Code of Conduct, I would Like To Practice for the Quarter.**

II. My Project Tracker.

III. My Calendar.

Rule 2- Review, Value Documents, Project Tracker and Calendar. Once Done, Add on the Quarterly Planning Tasks and Goals Based on those Documents.

Rule 3-When Planning For Quarter, this planning must have intention.

Rule 4-Create One Plan with two parts. One Part is for Professional Life and Other Part is Non professional Life.

- I. Step 1- General Principle: Better To Plan Less and Actually Carry Out. Do not Schedule Too Much on Quarterly Basis Have Realistic Schedule. Use Slow Productivity Approach To Setting Up Goals.**

Rule 5-When Lay out The Strategic Plan or Quarterly Planning For Professional Life and Non Professional Life, Have Values Document. Ask Yourself, are the Strategic Plan or Quarterly Planning for Professional Life and Non Professional Life Align with My Values in the Value Document And Personal Code of Conduct and Professional Code of Conduct. In other words watch my plans for pursuing those parts of my life in the way that it is true to my values. If There is and Extended Plan, I will Do Following:

- I. Sometimes these will also link to an extended plan when I have a big enough, long enough pursuit that it might need its own space. In other words, if there is particular Big project or initiative that I am working, will describe in its own document and linked to it from professional Strategic Plan.**

Rule 6-Maintenance (How Will I update These Documents).

- I. I review my strategic plans (and extended plans) once a week, preferably when doing my weekly plan). I can tweak them at any time, but I try to give them major overhauls roughly once a semester (fall, winter/spring, summer.**
- II. I sometimes maintain an idea notebook and/or digital idea storage system keeping thoughts on values and strategic plans. I should review this in detail, at the very least, when I do my strategic plan updates.**

Rule 7-There are Two Ways I will Write the Quarterly Plan. Choose One of the Way I will Do it. Embrace whatever format seems most useful for the particular Quarter you are planning.

Rule 8a: Either Plan My Quarter For Each Month, And What I will Do On that Specific Month Based On Time Time Available On Time Block On Quarter Planning

Rule 8b. Or I will Plan My Quarter When, There is No Major Appointments, Meetings or other scheduled obligation that break up my Day, I will Plan based on simple heuristics: like 3 hours of deep work a day and a list of things to schedule each Month into the time that remains.

Rule 9: No Matter what Way Will I plan my week, the most important is Always Decide in Advance What I am Going To Do With My Week. These Decisions Look Different at the different time of the year, but what matters is that when it comes to my schedule, I AM IN Charge.

Example: Quarterly Plan #1

October

After weekly planning do a focused task block to get out ahead of the small things on my lists for the week. Be sure in this block to finish <specific 20-minute task that is time sensitive>

Prepare a lecture for <my fall class>

End the work day with a 1 – 2 hour writing block.

Today is a research day: head in the office right away to dig into <research project>.

End day with 1.5 hours in <a favorite secluded spot on campus>, where the first hour is writing and the last thirty minutes is a batched attack on tasks.

November

I have a training seminar to attend in the morning and a meeting with my student in the later afternoon. Between these two events focus on prepping another lecture.

Depending on the length of my afternoon meeting, I may be able fit in a task block before coming home.

December

First thing in the morning do budget and take care of <related annoying financial task>. The goal is to finish before <doctor's appointment near where I live>

After the doctor's appointment find a quiet place to work deeply on <research project>.

End day somewhat early for <yard work project>

Write. Deep work on research until mental burn out. Shutdown for weekend. Finish <yard work project>

The above weekly plan represents the most common format I use: sketching my goals for QUARTER. Notice, I'm not simply listing things I want to get done each Quarter, but instead, I will Review Calendar, Value Plan and Project Tracker, and then decide what I want to Achieve Each Month. A big part of the Quarterly planning process is working backwards from your calendar to fill in the open time effectively.

Example: Quarterly Plan #2

Research

Carve out three hours of deep work every day for the below research tasks. This is the core of each day's schedule.

This week is do or die for getting to a final result for <a research project with an upcoming deadline.>

During downtime on this project (while waiting for responses from co-authors), see if I can push through <the final details of a different proof I'm working on.>

Dedicate one day's deep work for finishing <a journal paper review>

Georgetown Teaching/Misc

Each day, outside of the deep work hours assigned above, make progress on the below non-deep tasks.

Once my new textbook arrives, I need to decide on my syllabus for <class I'm teaching this fall> and post online.

The following small tasks are time sensitive this week: (1) pick up new parking pass; (2) send back visa letter for <a researcher I know>; (3) respond to <a colleague's> recent questions.

Writing

Use the morning block <[note: I sometimes work for an hour at home in the morning to allow traffic to die down]> and commute to plan and gather the sources I need to start writing next week.

Over weekend, write a blog post where I <reminder of post topic>

This plan adopts a different format. Because this was a summer week with no major appointments, meetings, or other scheduled obligations to break up my days (so rare, yet so wonderful), I could base my schedule around some simple heuristics: three hours a day on deep work for research, and a list of small things to schedule each day into the time that remains.

I would never get away with this approach during the height of the school year, but for a lazy week in July, it worked perfectly.

The bigger message here, however, is that I always decide in advance what I am going to do with my week. These decisions look different at different times of year, but what matters is that when it comes to my schedule, I'm in charge.

Rule-10 Do At The End of Each Month Last Saturday and Sunday. Do Monthly Review Of The Progress In the Quarterly Planning.

3. Productivity (Weekly Value Plan, Weekly and Daily).

Step 1 Create Weekly Value Plan.

Rule 1-Choose from the Value Document The Following:

- **3 Values that I will be Practicing for Next Week.**
- **3 Professional Code of Conduct, that I will be Practicing for Next week.**
- **3 Personal Code Of Conduct, that I will be practicing for next week.**

Rule 2- Review my values once a week and create a value plan for that week with notes about what to emphasise and perhaps experimental habits or and rules to try out that week to help keep me closer to my values. Include best practices for mental health in the value plan.

Rule 3- When Planning For Value Plan, this planning must have intention.

Step 2 Create Weekly Planning.

Rule 1- Create Weekly Planning on Either Weekend Or Weekday Begins, on Monday Morning. I deploy weekly Planning. Be flexible with Your Weekly and Daily Planning. Spend Between 30-120 Minutes, on what is upcoming for next week and decide how to tackle. When Planning For Weekly, this planning must have intention.

Rule 2-Review Values Once A week On Weekends to remind myself What are my values and my life for.

Rule 3-Each Week- Build Intentional Weekly Plan Based on a review of:

- I. Value Document.
- II. My Strategic Plans (Quarterly Plan).
- III. My Calendar.
- IV. My Project Tracker.
- V. My Task Lists.
- VI. My Value Plan and Personal Code of Conduct.
- VII. Daily Planning.

**Rule 4- Draw TimeBlocking On Daily Planning For Next Week Monday To Sunday.
This Should Take Between 30-120 Minutes.**

- A. Step 1 Open 2 page Planner.**
- B. Step 2. Draw Square Shutdown Box At The Top Of the Left Page. System, that helps to mind shift from work mode to non work mode.**
- C. Step 3 On the Left Page Draw The vertical Line in The Middle from the top to 7 Lines Down**
- D. Step 4- Around 7 lines from the top Draw Horizontal Line, And Write the Following:**
 - I. On Left Side Of Page Write Tasks.**
 - II. On the Right Side of the Page Write Ideas.**
- E. Step 5. Left Page DRAW Two Horizontal Lines between Line 7-14 and Write Metric Tracker.**
- F. Step 6 -On the Left Page Draw The vertical Line in The Middle from The Line 14 to The Bottom.**
- G. Step 7-Discipline of Execution.**
 - I. Draw Eisenhower Matrix with 4 Quadrants.**
 - Quadrant 1 Do It Right Now-Task Important And Urgent. Reactive.**
 - Quadrant 2 Schedule It-Task Important But Not Urgent. PROACTIVE.**
 - Quadrant 3 Delegate It-Task Not Important But Urgent. Distraction.**
 - Quadrant 4 Delete It-Task Not Important And Not Urgent. Time Waste.**
- H. Step 8 On the Top Right Page. Write Date.**
- I. Step 9 On Right Top Page Of Planner, Write Philosophy I Will USE.**
- J. Step 10 On Right Page Of Planner, Draw 2 Vertical Line on Left Side and Right Side, Making 3 Columns.**

K. Step 11 Use 2 Lines To Represent 1 Hour And Write vertically Hours From 6am to 21pm and Divide The Hours of Workday Into 6 Blocks and Draw A Block That Covers Lines Corresponding to these Hours:

- Early Morning 5am-8am.
- Morning 8am-12pm.
- Noon 12pm-14pm.
- Afternoon 14pm-18pm.
- Evening 18pm-22pm.
- Night 22pm-05am.

Rule 5- Think And Write In The TIMEBLOCKING on Daily Planning For Each Day The Common Things That I need To Do Constantly. These Are the Tasks That Needs to Be Done Usually on Daily Basis. Write and Assign Workday Activities to These Blocks And Draw The Box For That Period in The TimeBlock on Daily Planner. Example Of Those Activities Might Be:

- A. Employment.**
- B. Travel.**
- C. Bring Children To Crèche or School or College.**
- D. Collect Children From Crèche or School or College.**
- E. Any Other Tasks That needs to be done constantly On Daily Basis.**

Rule 6- Think And Write In The TIMEBLOCKING on Daily Planning For Each Day Based On Calendar. Write and Assign Workday Activities to These Blocks And Draw The Box For That Period in The TimeBlock on Daily Planner. Example Of This:

- A. Meeting.**
- B. Appointment.**
- C. Deadline.**
- D. Reminder Of Important Date.**

Rule 7-Organise The Task.

- I. When Do I add A task to My List vs Straight Into My Week Plan?**
- II. If the task or obligation pops up, and you writing down and capturing exactly what I need to do. At the End of the day you need to processing the task that needs to be done. There are two places that the task can go:**
 - A. On the Appropriate Task Board List. This is not time specific task list.**
 - B. Or Calendar. It goes on the calendar if this connected to specific day that task needs to be executed. Calendar is for time specific tasks.**

Rule 8- Review How Much Time Is Available Based On TimeBlocking on Daily Planning For Each Day.

Rule 9- Based On The Time Available On Time Blocking On Daily Planning, Plan My Week. General Principle: Better To Plan Less and Actually Carry Out. Do not Schedule Too Much on Weekly Basis. Have Realistic Schedule. Use Slow Productivity Approach To Setting Up Goals.

Rule 10-Plan Your Weekly Deep Work Timetable. This Include lectures, tutorials, your self-study sessions and group study sessions. Enter in the key assignment and exam dates. Work backward from the due date to allocate time needed.

Rule 11-USE And Apply 80/20 Principle By Asking: Is this Task in the top 20% of my activities or in the bottom 80%? Identify Most Important Task.

- I. Once Identify Task In the Top 20% input that gives 80% of Output. Then, Put 100% effort into 20% inputs, to achieve best results. Remove Trivial Tasks.**

Rule 12-There are Two Ways I will Write the Weekly Plan. Choose One of the Way I will Do it. Embrace whatever format seems most useful for the particular week you are planning.

Rule 13a: Either Plan My Week For Each Day, And What I will Do On that Specific Day Based On Time Time Available On Time Block On Daily Planning

Rule 13b. Or I will Plan My Week When, There is No Major Appointments, Meetings or other scheduled obligation that break up my Day, I will Plan based on simple heuristics: like 3 hours of deep work a day and a list of things to schedule each day into the time that remains.

Rule 14: No Matter what Way Will I plan my week, the most important is Always Decide in Advance What I am Going To Do With My Week. These Decisions Look Different at the different time of the year, but what matters is that when it comes to my schedule, I AM IN Charge

Example: Weekly Plan #1

Monday

After weekly planning do a focused task block to get out ahead of the small things on my lists for the week. Be sure in this block to finish <specific 20-minute task that is time sensitive>

Prepare a lecture for <my fall class>

End the work day with a 1 – 2 hour writing block.

Tuesday

Today is a research day: head in the office right away to dig into <research project>.

End day with 1.5 hours in <a favorite secluded spot on campus>, where the first hour is writing and the last thirty minutes is a batched attack on tasks.

Wednesday

I have a training seminar to attend in the morning and a meeting with my student in the later afternoon. Between these two events focus on prepping another lecture.

Depending on the length of my afternoon meeting, I may be able fit in a task block before coming home.

Thursday

First thing in the morning do budget and take care of <related annoying financial task>. The goal is to finish before <doctor's appointment near where I live>

After the doctor's appointment find a quiet place to work deeply on <research project>.

End day somewhat early for <yard work project>

Friday

Write. Deep work on research until mental burn out. Shutdown for weekend. Finish <yard work project>

The above weekly plan represents the most common format I use: sketching my goals for each day of the week. Notice, I'm not simply listing things I want to get done each day, but instead, I will Review How much time available on each day From Daily Routine, once inserted all the tasks from calendar and The tasks that I am doing Constantly on daily basis. I am trying to Do is match work to the time that actually available on those days. A big part of the weekly planning process is working backwards from your calendar to fill in the open time effectively. Fortunately, because this plan is for a summer week, I had lots of open time to work with.

Example: Weekly Plan #2

Research

Carve out three hours of deep work every day for the below research tasks. This is the core of each day's schedule.

This week is do or die for getting to a final result for <a research project with an upcoming deadline.>

During downtime on this project (while waiting for responses from co-authors), see if I can push through <the final details of a different proof I'm working on.>

Dedicate one day's deep work for finishing <a journal paper review>

Georgetown Teaching/Misc

Each day, outside of the deep work hours assigned above, make progress on the below non-deep tasks.

Once my new textbook arrives, I need to decide on my syllabus for <class I'm teaching this fall> and post online.

The following small tasks are time sensitive this week: (1) pick up new parking pass; (2) send back visa letter for <a researcher I know>; (3) respond to <a colleague's> recent questions.

Writing

Use the morning block <[note: I sometimes work for an hour at home in the morning to allow traffic to die down]> and commute to plan and gather the sources I need to start writing next week.

Over weekend, write a blog post where I <reminder of post topic>

This plan adopts a different format. Because this was a summer week with no major appointments, meetings, or other scheduled obligations to break up my days (so rare, yet so wonderful), I could base my schedule around some simple heuristics: three hours a day on deep work for research, and a list of small things to schedule each day into the time that remains.

I would never get away with this approach during the height of the school year, but for a lazy week in July, it worked perfectly.

The bigger message here, however, is that I always decide in advance what I am going to do with my week. These decisions look different at different times of year, but what matters is that when it comes to my schedule, I'm in charge.

Rule 15-Do At The End of Each Saturday and Sunday Do Weekly Review And Reflection of The Progress.

Step 3 Create Daily Planning

Rule 1-Define Deep Work and Shallow Work:

- I. Deep Work is ability to focus without distraction on a cognitively demanding task.** This creates new value, improve skills and Hard to Replicate.
- II. Shallow work: Non-cognitively demanding, logistical-style tasks, often performed while distracted and Not Create New Value or Improve Skill.** It is not Deep Work, but Shallow Work if the work is not Hard, Context Shift and or have Distraction.

Rule 2- Create Daily Plan Either At The Shutdown Previous Day or In the Morning. Be flexible with Your Daily Planning. Spend Between 30-90 Minutes, on what is upcoming for next Day or Today and decide how to tackle. When Planning For Daily, this planning must have intention.

Rule 3-Each Day- Build intentional Daily Plan Based on a review of:

- I. Value Document.**
- II. My Weekly Plan.**
- III. My Project Tracker.**
- IV. My Value Plans.**
- V. My Task List.**
- VI. My Calendar.**
- VII. If it's a weekday, build a time block plan. If not, sketch a looser plan.**

Rule 4-Organise The Task.

- I. When Do I add A task to My List vs Straight Into My Week Plan?**
- II. If the task or obligation pops up, and you writing down and capturing exactly what I need to do. At the End of the day you need to processing the task that needs to be done. There are two places that the task can go:**
 - A. On the Appropriate Task Board List. This is not time specific task list.**
 - B. Or Calendar. It goes on the calendar if this connected to specific day that task needs to be executed. Calendar is for time specific tasks.**

Rule 5- General Principle: Better To Plan Less and Actually Carry Out. Do not Schedule Too Much on Daily Basis. Have Realistic Schedule. Use Slow Productivity Approach To Setting Up Goals.

Rule 6-USE And Apply 80/20 Principle By Asking: Is this Task in the top 20% of my activities or in the bottom 80%? Identify Most Important Task.

- I. Once Identify Task In the Top 20% input that gives 80% of Output. Then, Put 100% effort into 20% inputs, to achieve best results. Remove Trivial Tasks.**

Rule 7- TimeBlock Planner.

A. Step 1 Open 2 page Planner.

B. Step 2 On the Left Page Draw The Line in The Middle and Write the Following:

I. On Left Side Of Page Write Tasks.

- **Practice Full Capture of Tasks. This Includes Processing Captured Tasks During Shutdowns.**
- **Structure the information that you have captured, whether it is by categories or by role, etc. Your captured information needs an available structure. Availability in this case refers to the possibility to understand what is happening next. Organising your information will allow you to avoid cognitive overloads since you get a "gestalt" of what is going on in your life.**
- **Review all Tasks and All information on a regular basis.**

II. On the Right Side of the Page Write Ideas.

C. Step 3. Left Page DRAW Two Horizontal Lines and Write Metric Tracker.

- I. In This, You Can Track, How Many Hours Do You spend In Deep Work without distraction.**
- II. Any Disciplines I decided To Do On Daily Basis**
- III. This can be also how many number of sales calls you made today**
- IV. How Many Steps I made.**
- V. TRACK WHAT you can use the phone for**
- VI. How Many Minutes I exercised or How many sets of particular exercise I did.**
- VII. Or Some other Metrics That I will follow.**

- D. Step 4. Draw Shutdown Box At The Top Of the Left Page. This is System, that helps to mind shift from work mode to non work mode.**
- I. Part 1. Make sure that the personal metrics are recorded.**
 - II. Part 2 Go Through task, and Ensure that The Tasks are Fully Captured. Deciding what you want to do with it. You may need to add new task or update calendar.**
 - III. Part 3 ideas in the collection column, deciding what you want to do with it. You may need to add new task or update calendar.**
 - IV. Part 4 Briefly review any potential sources of unresolved work obligations, by reviewing your calendar and obligation tracking system.**
 - V. Part 5 Check weekly plan, and make updating as needed.**
 - VI. Part 6 Make The Shutdown Box Completed.**

E. Rule 5, Discipline of Execution.

I. Discipline 1. Draw Eisenhower Matrix with 4 Quadrants.

II. Discipline 2 Example of How Will I Write in Eisenhower Matrix of Any Quadrant.

- Example

- **Quadrant 1-Deadline**

- i. Part 1 Submit Assignment.

- a. Task. Check Eisenhower Matrix, What Steps To Take.

II. Discipline 3 Draw and Fill Eisenhower Matrix. Use And Follow Every Question In Rule 7 Ask Myself All Those.

1. Quadrant 1 Do It Right Now-Task Important And Urgent. Reactive.

- **Shallow Work, Meeting, Solitude, Boredom Appointment, Deadlines, Crises, Emergencies, Emails, Phones, Social Interaction, Auditing Time Spend, Meditation, High Quality Downtime, Ad Hoc Tasks.**

2. Quadrant 2 Schedule It-Task Important But Not Urgent. PROACTIVE.

- **Spend Majority of Time In Quadrant 2.**

- **Personal Life.**

- **Values**
 - **Behavior.**
 - **Moral Ethics.**

- **Professional Life.**

- **Values**
 - **Behavior.**
 - **Moral Ethics.**
 - **Tasks**
 - **Goals.**

- **Deep Work and Deep Studies.**

- **Learning and Studies.**

- **Review, Journaling and Visualisation.**

3. **Quadrant 3 Delegate It-**Task Not Important But Urgent. **Distraction.**
 - Task not Important For you, But Urgent for Others. **Avoid This Quadrant As Much as Possible.**
4. **Quadrant 4 Delete It-**Task Not Important And Not Urgent. **Time Waste.**

E. Rule 6: List of Workday Activities:

- **Quadrant 1:Shallow Work, Meeting, Solitude, Boredom Appointment, Deadlines, Crises, Emergencies, Emails, Phones, Social Interaction, Auditing Time Spend, Meditation, High Quality Downtime, Ad Hoc Tasks.**
- **Quadrant 2 Schedule It-**Task Important But Not Urgent. **PROACTIVE. Spend Majority of Time In Quadrant 2.**
 - **Personal Life.**
 - **Values.**
 - **Behavior.**
 - **Moral Ethics.**
 - **Professional Life.**
 - **Values.**
 - **Behavior.**
 - **Moral Ethics.**
 - **Tasks.**
 - **Goals.**
 - **Deep Work and Deep Studies.**
 - **Learning and Studies.**
 - **Review, Journaling and Visualisation.**
- **Quadrant 3:Task not Important For you, But Urgent for Others.**
- **Quadrant 4: Time Waster.**
- **Break, Intermittent Fasting, Breakfast, Lunch or Dinner.**

F. Rule 7 Ask Myself All Those 30 Questions, If I have Done All Of Them. Once Done, I could Start My Day.

I. Am I intentional with The Time? Time Blocking Allows you think, what is the best way to make the day in front of me. Example: My day is packed in afternoon, then I have to get up very early to Make such task done, there is only 30 minute block between these two meeting, and why I am not wait until that block to follow up on XYZ, as this is pretty low energy task, but needs to be done. You being much more intentional.

II. Have I Divided on The Right Page of the Schedule and Reschedule into 6 Blocks. Have I draw A Block That Covers Lines Corresponding to these Hours.

- Early Morning 5am-8am.
- Morning 8am-12pm.
- Noon 12pm-14pm.
- Afternoon 14pm-18pm.
- Evening 18pm-22pm.
- Night 22pm-05am

III. USE And Apply 80/20 Principle In Every Area By Asking: Is this Task in the top 20% of my activities or in the bottom 80%? Identify Most Important Task, Based ON Weekly Planning.

- Once Identify Task In the Top 20% input that gives 80% Output. Then, Put 100% effort into 20% inputs, to achieve best results. Remove Trivial Tasks.

IV. Eat That Frog Means Tackle The Biggest, Hardest and Most Important Task First. Ask Yourself, what is the Biggest, Hardest and most Important Task For Today Based On The Weekly Planning?

V. Determine if A Task Qualifies As Deep Work By Asking Questions. If All the Answer is Yes to Most Questions, then it falls under category of Deep Work:

- Does this task require focused attention?
- Does this task require specialised training or knowledge?
- Does this task create new value in the world?
- Would this task be difficult to replicate?

VI. Deep Work: Where, When, How long and How will you work?

VII. Once Determined, if the task is Deep Work or Shallow Work or Any Task. Break Down if Needed The Deep Work Tasks, Shallow Work, or Any Other Tasks Into Smaller Manageable Tasks.

VIII. Decide in advance what is The Most Important Task Out of Deep Work That you'll work on during each deep work session Today. To Work Deeply you need to focus on one task and ignore everything else. When you decide what to concentrate on in advance, you can avoid multitasking.

IX. Determine, How Much Time Do I need To Finish Up This Deep Work, Shallow Work or Any other Task. Block Off The Time For Tasks, and Block Off Large Chunk of Time Every Day For Deep Work.

X. Give Yourself A time Limit for Each Task and Have Defined Clear Metrics of Success. Next to each item on the list, write about how long it'll take you to accomplish each task. Be realistic about this estimate. Then, try to complete each task within the confines of each time limit. Example you might set a goal to write 500 words every 30 minutes—this way, your task is straightforward and you naturally get two simple progress checks per hour. Time blocking helps you to learn how really long does it take for the things to be done.

XI. Concentrate and Work on the Task what is written in the blocked off period in the Time Block, until its done and avoid any other Tasks. Then Move on the other Task. Do One thing at the time.

XII. Decide What Type of Note Taking Method Will I Use, When Do Deep Work:

- A. Analytical Learners: Outline/ List. Good Works well for recording terms, definitions, facts and sequences**
- B. Sentence Method: The goal is to jot down your thoughts as quickly as possible. Works well in meetings or lectures that lack organization. Use when information is being presented very quickly.**
- C. SQ3R (Survey, Question, Read, Recite, Review). Use for dense readings (like business books, text books, whitepapers, etc.). You start the process by skimming the material for bolded text, images, diagrams and summaries in order to produce a list of headlines or main topics.**
- D. Mapping. Mapping is a nonlinear system of note-taking that resembles a tree and root structure. Ideas stem from one major concept and are connected by lines (or “branches”). As a note-taking system, mapping works particularly well for visual learners, but it can also be a great tool for analytical-thinkers who have trouble brainstorming because it allows you to make connections you’d otherwise miss with a linear format. Works well for planning essays, recording meetings. Use for big-picture brainstorming sessions.**
- E. Smart Wisdom. It’s a tool optimised for active listening in lecture situations. Instead of taking notes in full sentences, you record only keywords and place them in a chain that maps the thought process.**
- F. Diagram And Processes. Diagrams help visually represent content. However they are not always versatile. A diagram usually serves one purpose best, so selecting the right diagram will make your notes more meaningful.**

G. Cornell Note Taking

- **Name.**
- **Date.**
- **Class and Period.**
- **Topic.**
- **Essential Question at the Top of Page.**
- **Questions and Main Ideas on the Left Page of the Blank Page.**
- **Notes On the Right Page of the Blank Page.**
- **Summary at the bottom of the page.**

H. Use Smart Notes.

- **What is big Idea.**
- **Question.**
- **Evidence.**
- **Conclusion.**

I. Charting. Charting is a great note-taking strategies when you need to compare and contrast ideas. The most widely used charting method is the Pro/Con list.

J. CERC.

- **Claim**
- **Evidence**
- **Reasoning**
- **Conclusion**

XIII.Do I need to Use Computer or Phone Today For Any Task?

XIV.Ask Myself If I need to Use Rules of Reading For Today. If Yes, Then Write In Eisenhower Matrix, The Page OF Rules of Reading That I will Use. Then Listen, Follow and Apply Rules of Reading To The Task.

XV.Ask Myself If I need to Use Feynman Technique For Today's Deep Work Or Any Other Task. If Yes, Then Write In Eisenhower Matrix, The Page OF Rules of Reading That I will Use. Then Listen, Follow and Apply Feynman Technique To Any Deep Work or Task.

XVI.Ask Myself If I Need To Use Newspaper, Internet, Youtube, WhatsApp and Email For Today. If Yes, then Check If those Reasons are based On Rules Of Reading Pages 16-22.

XVII.Group Quadrant 1 Tasks, Based On The Similarities.

XVIII.Based On Eisenhower Matrix, What is Deep Work and Shallow Work Ratio?

XIX.Schedule Time for Solitude Time. No Phone, Email.

XX.Schedule Time for Review, Journaling and Visualisation.

XXI. Schedule and Set Time For Distractions, Emails, Internet Phone. Limit the time you spend on email. If your work requires you to regularly check your email, schedule 1 to 2 hours each day for checking your email; don't look at it during other times.

- A. If you can, it's also a good idea to turn off your message alerts and Notification.**
- B. Organise the inbox.**

XXII. Set For High Quality Downtime and Recharge.

- A. Walk.**
- B. Run.**
- C. Read.**
- D. Get New Hobby.**

XXIII. Set Time for Social Interaction At Work: Do not involve into office politics, but come to do performance. If there is office politics, then you need go and do the job or perform instead involve into office politics.

- A. Create signals for when you're approachable and not.**

XXIV. Set Time for Social Interaction With Friends and Other People Outside of Work.

XXV. Set Time For Appointments.

XXVI. Set Time For Meeting. Audit your meetings.

XXVII.Set Time For Auditing Time Spent. Audit how you're spending your work time. Before you can trim away shallow work to make room for deeper pursuits, you have to understand the type of work you do on a day-to-day basis. To do this, list out every activity or task you engage in—then quantify the depth of every activity so you know how much time you're spending on deep work vs. shallow work. Reflect on and tweak your schedule: Newport suggests reviewing the accuracy of your time blocks at the end of each day. This will help you set more accurate goals and expectations in the future.

XXVIII.Set Time For Boredom and Let Boredom Happen. No Gadgets, Social Media or high Stimulus.

XXIX.Set Time For Meditation.

XXX.Did I Ask The Question In The Morning and Evening? This is Based On Values:

- What Good Shall I Do This Day?
- What Good Have I Done Today?

- B. Rule 8 On the Top Right Page. Write Date.**
- C. Rule 9 On Right Top Page Of Planner, Based on Eisenhower Matrix and Deep Work and Shallow Work Ratio, Decide Deep Work Philosophy, and Check What is Going to Be Done In Those Blocks On Pages**
- I. Shallow Work Philosophy.**
 - II. VAIDAS Daily Routine Philosophy.**
 - III. Benjamin Franklin Daily Routine Philosophy.**
 - IV. Journalistic Philosophy.** Journalistic strategy involves do deep work whenever it fits into your schedule. **The Journalistic Philosophy of Deep Work Scheduling is an option for people who are constantly on the move with little to no regularity to their days. This method demands vigilance with your time and the keen ability to notice natural ebbs and flows in your day where you may be able to fit in 30 minutes or an hour or two of deep work. Unfortunately, this method is not for beginners and is likely to fail for people who are not experienced in deep work.**
 - V. Rhythmic Philosophy.** Involves time blocking certain hours, about 1 to 4 hours each day, to complete your deep work tasks. **The Rhythmic Philosophy of Deep Work Scheduling is ideal for individuals with a fairly static schedule. If you can anticipate what most of your days will look like, it's feasible to block off several hours every day for deep work, thereby getting into a daily "rhythm" and leaving the rest of your hours for shallow work.**
 - VI. Bimodal Philosophy.** Involves splitting your schedule based on Deep and Shallow Work. Spend a Day or Week on Deep Work and once is completed, Then Focus on only shallow work. **The Bimodal Philosophy of Deep Work Scheduling allows for a high amount of deep work while enabling you to maintain other activities in your life that you find valuable. Successfully adopting this philosophy requires the flexibility to arrange your year, months, or weeks as you see fit into larger chunks of deep work.**

VII. Monastic Philosophy. Involves cutting out all shallow activities to focus on deep work for weeks or months. Monastic Philosophy **Is the most dedicated form of deep work and involves spending all of your working hours on a singular high-level focus.** While this philosophy has the highest potential for reward and the lowest level of context switching, it's unrealistic for most people who are required to perform various kinds of work in their role. It also blocks the potential for new opportunities, as your default response to commitments that arise is "no."

D. Rule 10 On Right Page Of Planner, Draw 2 Vertical Line on Left Side and Right Side, Making 3 Columns..

I. The Goal of Time Blocking is not to stick with original schedule no matter what. Instead to try to always have an intentional plan for what to do with your time. If the circumstances upend your schedule, this isn't failure, its an expected part of applying this strategy.

II. Use 2 Lines To Represent 1 Hour And Write vertically Hours From 6am to 21pm and Divide The Hours of Workday Into 6 Blocks and Draw A Block That Covers Lines Corresponding to these Hours :

- Early Morning 5am-8am.
- Morning 8am-12pm.
- Noon 12pm-14pm.
- Afternoon 14pm-18pm.
- Evening 18pm-22pm.
- Night 22pm-05am

III. Write and Assign Workday Activities to These Blocks Based On Eisenhower Matrix

- **Example, How I will Write: Q2- Family Part 2, and Then Check Eisenhower Matrix, What Steps To Take.**
- If You need More Room for Block's Description. Like You want to list of multiple tasks you plan accomplish during short block. Put a number in the block, and then use same number to label a list of extra information in the upper right corner of the time block, where it's unlikely to get in the way of future schedule fixes.
- Use Calendar To Add Scheduled Appointments and Meetings on The TimeBlock.

E. Rule 11 If new obligation comes up, Then on right page reschedule the day.

- I. To Fix The Time Block, First Cross Out The Time Blocks that Remain In My Current Schedule. Then, In The Next Column To The Right Of Your Current Schedule, Create New Schedule For The Remaining Hours, And Turn Your Attention To Executing New Plan.**
- II. If schedule disrupted, Either create a revised schedule, or Give longer Time than required to handle the tasks.**

- F. Rule 12- Finish up Job At 17-17:30 and Do not Bring Work To Home.**
- G. Rule 13 Write Distracting Ideas in The Ideas Part of Schedule, While I am Doing Deep Work.**
- H. Rule 14- Have Deep Work Timer. If I get up for Bathroom or Coffee, then the Deep Work Timer is stoped, Once Back, Turn On Timer. Deep Work Hours Only counting, when I actually Do Deep Work.**
- I. Rule 15 Be There and Do Grinding of Deep Work, even if I Don't feel it.**
- J. Rule 15 Use Slow Productivity When Doing Any Task or Deep Work**
 - A. Step 1- Slow and Steady and Time Line Expansion. Working Quality of Work again and again in the right setting giving the work the respect and the support it needs to be good. You need to look at this way, did I produced at the end of this year that I am proud of. Best serve is slow, steady and Quality.**
 - B. Step 2-Do not juggle between task, but do one task at the time at normal and natural pace.**
 - C. Step 3-Do fewer things daily. You are not a computer processor, you are human.**
 - D. Step 4- Work at a natural pace. Seasonality at various level. Instead of worrying about how much you can do in a day, worry how much you can do in months & years? This will shift your perspective.**
 - E. Step 6- Be obsessed with quality. Do less, do better. Skilled important activities gives you motivation & make you feel more fulfilling.**
 - F. Step 7- Be minimalist in your schedule. Say No often on taking more work.**
- K. Rule 16-Do At The End of Each Day Review And Reflection of The Progress.**

Shallow Work Philosophy.

5am-8am: Early Morning.

- Rise, Go Outside Get Light, Cold Wash.
- Deep Work: Spiritual or Personal Growth, Learning and What Type of Person I want to Become.
- Journaling And Visualisation.
- Contrive Day's Business and Take Resolution of the Day-Schedule The Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study Or Physical.
- Travel.
- Breakfast.

8am-12pm: Morning.

- Shallow Work, Deadlines, Crises, Emergencies.

12pm-14pm: NOON.

- Shallow Work or Nap.
- Break, Lunch and Intermittent Fasting.
- Financial Security: Read or Look Over Account and Dice.
- Physical

14pm-18pm: Afternoon

- Shallow Work, Deadlines, Crises, Emergencies

18pm-22pm: Evening

- Travel.
- Shallow Work and Put Things In Place.
- Supper.
- Family, Or Social or Health or Physical or Mental or Health or Leisure or Communication or Environment.
- Examination of the Day, Journaling and Visualisation.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- **Pre-Sleep Ritual and Sleep.**

VAIDAS Daily Routine Philosophy.

5am-8am: Early Morning.

- Rise, Go Outside Get Light, Cold Wash.
- Deep Work: Spiritual or Personal Growth, Learning and What Type of Person I want to Become.
- Journaling And Visualisation.
- Contrive Day's Business and Take Resolution of the Day-Schedule The Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study Or Physical.
- Travel.
- Breakfast.

8am-12pm: Morning.

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

12pm-14pm: NOON.

- Shallow Work or Nap.
- Break, Lunch and Intermittent Fasting.
- Read or Look Over My Financial Security, Account and Dice.
- Physical

14pm-18pm: Afternoon

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

17:30pm-22pm: Evening

- Travel.
- Shallow Work and Put Things In Place.
- Supper.
- Physical or Mental or Health or Family or Parenting or Reading or Music or Diversion or Conversation or Environment.
- Examination of the Day, Journaling and Visualisation.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- Pre-Sleep Ritual and Sleep.

Benjamin Franklin Daily Routine Philosophy.

5am-8am: Early Morning.

- Rise, Wash.
- Address Powerful Goodness.
- Contrive Day's Business and Take Resolution of the Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study.
- Breakfast.

8am-12pm: Morning.

- Deep Work.

12pm-14pm: NOON.

- Break and Lunch.
- Read or Look Over My Finance, Account and Dice.

14pm-18pm: Afternoon

- Deep Work.

18pm-22pm: Evening

- Put Things In Their Place.
- Supper.
- Music or Diversion or Conversation.
- Examination of the Day.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- Pre-Sleep Ritual and Sleep.

Journalistic Philosophy Daily Routine.

5am-8am: Early Morning.

- Rise, Go Outside Get Light, Cold Wash.
- Deep Work: Spiritual or Personal Growth, Learning and What Type of Person I want to Become.
- Journaling And Visualisation.
- Contrive Day's Business and Take Resolution of the Day-Schedule The Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study Or Physical.
- Travel.
- Breakfast.

8am-12pm: Morning.

- Family and Social
- Shallow Work, Deadlines, Crises, Emergencies.

12pm-14pm: NOON.

- Break and Lunch.
- Read or Look Over My Financial Security, Account and Dice.

14pm-18pm: Afternoon

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

18pm-22pm: Evening

- Travel.
- Shallow Work and Put Things In Place.
- Supper.
- Family, Or Social or Health or Physical or Mental or Health or Leisure or Communication or Environment.
- Examination of the Day, Journaling and Visualisation.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- Pre-Sleep Ritual and Sleep.

Rhythmic Philosophy Daily Routine.

5am-8am: Early Morning.

- Rise, Go Outside Get Light, Cold Wash.
- Deep Work: Spiritual or Personal Growth, Learning and What Type of Person I want to Become.
- Journaling And Visualisation.
- Contrive Day's Business and Take Resolution of the Day-Schedule The Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study Or Physical.
- Travel.
- Breakfast.

8am-12pm: Morning.

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

12pm-14pm: NOON.

- Shallow Work or Nap.
- Break, Lunch and Intermittent Fasting.
- Read or Look Over My Financial Security, Account and Dice.
- Physical

14pm-18pm: Afternoon

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

18pm-22pm: Evening

- Travel.
- Shallow Work and Put Things In Place.
- Supper.
- Family, Or Social or Health or Physical or Mental or Health or Leisure or Communication or Environment.
- Examination of the Day, Journaling and Visualisation.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- Pre-Sleep Ritual and Sleep.

Bimodal Philosophy Daily Routine.

5am-8am: Early Morning.

- Rise, Go Outside Get Light, Cold Wash.
- Deep Work: Spiritual or Personal Growth, Learning and What Type of Person I want to Become.
- Journaling And Visualisation.
- Contrive Day's Business and Take Resolution of the Day-Schedule The Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study Or Physical.
- Travel.
- Breakfast.

8am-12pm: Morning.

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

12pm-14pm: NOON.

- Shallow Work or Nap.
- Break, Lunch and Intermittent Fasting.
- Read or Look Over My Financial Security, Account and Dice.
- Physical

14pm-18pm: Afternoon

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

18pm-22pm: Evening

- Travel.
- Shallow Work and Put Things In Place.
- Supper.
- Family, Or Social or Health or Physical or Mental or Health or Leisure or Communication or Environment.
- Examination of the Day, Journaling and Visualisation.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- Pre-Sleep Ritual and Sleep.

Monastic Philosophy Daily Routine.

5am-8am: Early Morning.

- Rise, Go Outside Get Light, Cold Wash.
- Deep Work: Spiritual or Personal Growth, Learning and What Type of Person I want to Become.
- Journaling And Visualisation.
- Contrive Day's Business and Take Resolution of the Day-Schedule The Day.
 - I. The Question: What Good Shall I do This Day?
- Prosecute the Present Study Or Physical.
- Travel.
- Breakfast.

8am-12pm: Morning.

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

12pm-14pm: NOON.

- Shallow Work or Nap.
- Break, Lunch and Intermittent Fasting.
- Read or Look Over My Financial Security, Account and Dice.
- Physical

14pm-18pm: Afternoon

- Deep Work:
 - A. Career, Business and Educational Aspiration.
 - B. Spiritual.
 - C. Personal Growth, Learning and What Type of Person I want to Become.

18pm-22pm: Evening

- Travel.
- Shallow Work and Put Things In Place.
- Supper.
- Family, Or Social or Health or Physical or Mental or Health or Leisure or Communication or Environment.
- Examination of the Day, Journaling and Visualisation.
 - I. The Question: What Good Have I done Today?
- Prayer.

22pm-5am-NIGHT.

- Pre-Sleep Ritual and Sleep.

Step 4 Periodic Review

Rule 1- After establishing your Deep Life Stack, it's important to review and possibly iterate through the layers periodically. Use a specific time, like your birthday, as an anchor for this review. Check if your discipline, values, Professional code of Conduct, Personal Code of Conduct, and plans are still in alignment with your goals and make the necessary adjustments. Do The Deep Life Stack Once A year go through the whole, however on Quarterly, Weekly, Daily Basis review: Values, Calm and Plan

I Will Read or Listen Like AudioBook On Phone, On Daily Basis And Apply TO The Task, Deep Work, Deep Studies, Learning and Studies.

Stage 2: What Projects Do I Commit

Rule 1: Use Productivity Funnel To Decide What Project Do I commit.

- I. Step 1-Top- Selection. Potential Activities comes. In selection part you trying to figure it out, the activities coming into funnel, which actually I am going to bring it to my system, and how to execute at some point. Lots of activities going to be blocked at this stage.**
- II. Step 2- Middle-Organisation. The activities that I select, needs to be organised. Where they kept track of, where is information associated with the activities kept track of. This is where you use capture system. Quarterly, weekly, Daily Planning.**
 - Goal 1-There are two goals for this funnel level: to avoid forgetting what you're supposed to do. and to make smart decisions about what to work on next**
 - Goal 2-Make smart decisions about what to work on next.**
- III. Step 3-Bottom- Execution. Now I know what I am supposed to be doing, now I need to know how will I do it. This is where deep work meets shallow work, Scheduling, quarterly, weekly, daily and execute the activities.**

I Will Read or Listen Like AudioBook On Phone, On Daily Basis And Apply TO The Task, Deep Work, Deep Studies, Learning and Studies.

Stage 3: How To Fix My Schedule

- I. Do One Project At The Time**
- II. Do One Task At The Time and At The Natural Pace and Take Time to Complete. Do everything at one's own pace).**
- III. Do fewer things daily. You are not a computer processor, you are human.**
- IV. Work at a natural pace. Seasonality at various level. Instead of worrying about how much you can do in a day, worry how much you can do in months & years? This will shift your perspective.**
- V. Be obsessed with quality. Do less, do better. Skilled important activities gives you motivation & make you feel more fulfilling.**
- VI. Be minimalist in your schedule. Say No often on taking more work.**
- VII. Cutting back on the number of projects you're working on.**
- VIII. Cutting inefficient habits from your daily schedule.**
- IX. Possibly annoying people by sticking to such a fixed work schedule.**
- X. Serialize projects by working on one major project at a time and moving to another when finished to maximise efficiency**
- XI. Be clear about when to expect results by making an honest evaluation of when you can get something done by.**
- XII. Turn down projects if you're focusing on too many things and can't get a potential project done in a reasonable time**
- XIII. Drop projects if they end up taking up too much of your time**
- XIV. Be unavailable at certain times of the day to focus on meaningful work**
- XV. Turn regularly occurring work into a habit that's done consistently at a fixed date and time**
- XVI. Start early on important projects (and, Putting End To procrastination.**

I Will Read or Listen Like AudioBook On Phone, On Daily Basis And Apply TO The Task, Deep Work, Deep Studies, Learning and Studies.

Stage 4: Prepare The Environment, Tools and Eliminate Distractions

Rule 1-Set Up Work and Study Space: Have A dedicated Desk or Study Area Purely for Deep Work, means you always have somewhere to Go.

- I. Step 1-Consider the environment you create. Remove anything that can distract you from your work and isn't relevant to the task.**
- II. Step 2-Clean off your desk to include only the things you need to work on, leaving just a few photos or mementos to help you relax a bit.**
- III. Step 3- Limit your desktop to only the things that are required for what you're immediately working on so that there are no extraneous materials to distract you.**

Rule 2- Prepare The Tool Needed For Deep Work. Prepare Required Documents, Articles, Books or Any Resources For Deep Work and Rules for Deep Work.

- I. Step 1- Download or Print all Reading, References or Listening resources, Kindle and Text To Speech.**
- II. Step 2- Decide in advance what you'll work on during each deep work session. To work deeply you need to focus on one task and ignore everything else.**
- III. Step 3- Determine rules to guide your concentration, like whether you'll use the internet, how many words you'll write every 20 minutes, or where you'll put your phone.**
- IV. Step 4- Have Notebook, Pen, Ruler, Pencils.**
- V. Step 5- Headphone.**
- VI. Step 6- Laptop or Phone. Phone and Laptop Can be Used just for Audiobook**
- VII. Step 7- Tea or Water Bottle**
- VIII. Step 8- Ask Myself If I am Doing Deep Work Alone or Collaboration. Focusing on "serious work" typically entails working alone for hours.**

Rule 3-Eliminate Distraction:

- I. Step 1- To learn hard things quickly, you must focus intensely without distraction.
- II. Step 2-Identify the biggest Distractions. Eliminate each one of the distraction.
- III. Step 3- Find A Place Alone.
- IV. Step 4- Eliminate Mobile Distraction.
 - A. Uninstalling The Apps that Might Trigger.
 - B. Change Notification Settings for apps and phone.
 - C. Delete Social Media apps
 - D. Quit Social Media All Together.
 - E. No WI Fi.
 - F. Turn off phone or mute
 - G. Turn off notification.
- V. Step 5- Schedule Time For Distractions, and Stay only on those schedule time to be Distracted,

I Will Read or Listen Like AudioBook On Phone, On Daily Basis And Apply TO The Task, Deep Work, Deep Studies, Learning and Studies.

Stage 5:Hack Meetings, Phones and Emails and Other Technologies.

Rule 1- Hack Meetings:

- I. Step 1- Make it Harder To Call a meeting. Require An Agenda and A Brief Document.**
- II. Step 2-The Meeting Margin Method Assume you have to schedule a meeting that lasts X minutes. Instead of blocking off X minutes on your calendar, block off (1.5)*X minutes.**
- III. Step 3-To process the meeting: clarify any new obligations that were discussed and make sure they're in your system. Perhaps execute some of the smaller tasks right away. The goal here is to close all open loops related to the meeting so that it releases its hold on your mental energy moving forward in the day.**
- IV. Step 4- To catch up on anything missed while in the meeting: check your inboxes to handle anything urgent (if you're in the type of job were such urgent communication is common and cannot be ignored). The goal here is to eliminate the need for you to rudely and uncomfortably split your attention during the meeting itself by constantly checking your inbox. If you know you have time right after to check in, you can confidently concentrate while in the meeting.**
- V. Step 6-To make progress on real work: if the margin is large enough, make progress on things you know need to get done. The goal here is to stave off that feeling that everyone *but you* has control over your time and attention.**
- VI. Step 7- If You Are in the Meeting be Fully Present.**

Rule 2- Hack Phones:

- I. Step 1- Use Phone For Text.**
- II. Step 2- Use Phone For Calls.**
- III. Step 3- Use Phone for Photos.**
- IV. Step 4- Use Phone For Maps.**
- V. Step 5- Use Phone For AudioBooks.**
- VI. Strp 6- Use Phone For Recording Notes, Ideas, Journaling and Review.**
- VII. Step 7- Uninstall Distracting Apps, Like Social media.**
- VIII. Step 8- Set a Schedule For Online Activities at the Computer.**
- IX. Step 9- Use Digital Minimalism for The Phones and any other Technology.**
- X. Step 10- When You are Doing Deep Work or Having Family Time, Leave the Phone In the Other Room and Do Not Touch.**
- XI. Step 11- Schedule Time For Phones, and Stay only on those schedule time to use Phone.**
- XII. Step 12- When you at home do not carry phone in pocket, but put in one of the rooms. If someone call, text go to that room. You will be less distracted.**

Rule 3- Hack Emails:

- I. Step 1- Change the Email Set up**
- II. Step 2- Never Schedule A Call or meeting Using Email. Use Microsoft Outlook to set up a meeting in the calendar.**
- III. Step 3-Immediately move obligations out of your inbox and into role-specific repositories.**
- IV. Step 4- Make Senders Do More Work When They Email You.**
 - A. Make senders work for your email addresses; don't list it publicly or have it on your website.**
 - B. Ask senders to filter themselves by having different emails or separate contact forms for different queries.**
- V. Step 5-Do More When You Send or Respond to Emails**
 - A. Reduce the back-and-forth of emails with a "process-centric approach to email." By sending more thorough and complete correspondence, you'll close the loop on a conversation more quickly. Reduce the back-and-forth of emails with a "process-centric approach to email." By sending more thorough and complete correspondence, you'll close the loop on a conversation more quickly. For example, a bad reply would be, "Yes, let's meet for lunch. When works for you?" A better reply is, "Here are times over the next week when I'm available. If any of these work for you, let me know, and please send a calendar invite. If none of these work, please send over a few times that do."**
 - B. Example**
 - If the person wants to meet with you. Answer I would love to meet over hangout. Advise what hours and days are you available. "I'm available, Mon, Wed, Fri from 12pm-3 pm. If you are free at any of those times, send a calendar invite my way and we will talk then**
 - If does not work for you, give me a quick call at and we can work out a time over the phone**

VI. Step 6-Don't Respond.

- A. Not every email that lands in your inbox requires a response. For some, the default line of thinking is that “it’s the sender’s responsibility to convince the receiver that a reply is worthwhile”. However, this is a controversial belief. Some suggest that [not responding to emails is rude](#), and others recommend [never responding to your emails at all](#).
- B. These three rules may help you find a middle ground that saves your sanity while still remaining open to opportunities that may arise. Newport recommends that you don’t respond to a message with these qualities:
- It’s ambiguous or otherwise makes it hard for you to generate a reasonable response.
 - It’s not a question or proposal that interests you.
 - Nothing really good would happen if you did respond, and nothing really bad would happen if you didn’t.

VII. Step 7-Hold office hours. Setup a recurring Zoom meeting for set times every week where you guarantee to be present. As much as possible, when people send you an ambiguous request or initiate a conversation that will require a lot of back and forth, point them toward your office hours schedule and tell them to stop by next time they can to discuss. It’s a simple idea, but it can reduce the number of attention-snagging back-and-forth electronic messages in your professional life by an order of magnitude.

VIII. Step 8-Do More When You Send or Respond to Emails. Let your team know when you’re available. Share your communication preferences with your team and let them know when you typically answer messages.

IX. Step 9- Schedule Time For Emails, and Stay only on those schedule time to Check The Emails.

Rule 4- Hack Whatapp and Other Technologies

- I. Step 1- Schedule Time For Whatapp and Other Technologies, and Stay only on those schedule time to Check Whatapp and Use Other Technologies.**

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Stage 6: Understand Importance Of Slow Productivity And Apply Slow Productivity In My Life.

Rule 1- Slow Productivity is shift the amount of meaningful things done in the next years. Try to do lot less, but the things I am doing on larger time scale, you get sense overload. Example: you want to produce good book in the next 2 years, this is different type of initiative than trying to do as many writerly promotion things as many as possible.

Rule 2-Slow and Steady and Time Line Expansion. Working Quality of Work again and again in the right setting giving the work the respect and the support it needs to be good. You need to look at this way, did I produced at the end of this year that I am proud of. Best serve is slow, steady and Quality.

Rule 3- Do not juggle between task, but do one task at the time at normal and natural pace.

Rule 4- Do fewer things daily. But You Should Do Most Important Things. You are not a computer processor, you are human.

Rule 5- Work at a natural pace. Seasonality at various level. Instead of worrying about how much you can do in a day, worry how much you can do in months & years? This will shift your perspective.

Rule 6- Be obsessed with quality. Do less, do better. Skilled important activities gives you motivation & make you feel more fulfilling.

Rule 7- Be minimalist in your schedule. Say No often on taking more work.

Rule 8- Work Smart And Hard.

Rule 9-Constrain- We need to be careful to what we saying YES and what we saying No To. Have Rules, how I am going to Decide what I am letting on my plate and what is not.

Rule 10-General Maxim: More Haste, less speed. One should take one's time with everything (do everything at one's own pace). If a decision is to be announces in a letter, better to give preliminary answer (to be polite). Decide and acting are two different things. Slow productivity commitment- do not procrastinate and put things off, but do it slowly consistently and steady.

Rule 11-Mastering one topic at the time and no more than that.

Rule 12- Regardless of What you Get paid per Hour, Give your best. Effort + Attitude Matters. Anywhere you work, you need to work your tail off. No matter how much you paid me, I will work my tail off. This creates the reputation about you that you putting your best no matter how much you getting paid. This shows your great attitude, this will bring more opportunities in your life. Pay Attention to Your effort pay attention to your attitude.

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Stage 7: How To Attack Large Project.

Rule 1: Work On One Project At The Time, And No More Than That. This is the Most Important Rule.

Rule 2: Reduce from a project to a reasonable task.

- I. Step 1 Extract Some Reasonable Task That Will Simply Move You Closer to The Full Project Goal. Reasonable in this instance, means that you have what you need to get started, and the whole task shouldn't take more than 1 to 4 weeks to complete.**

Rule 3: Construct a habit-based plan.

- I. Step 1 Figure out when and where you're going to work on your task and what you are going to accomplish. Try to find a place and time you can hit consistently – something you can transform into a habit before your excitement for the project wanes.**

Rule 4: Complete and repeat.

- I. Step 1 At this point, it's time to repeat. You are now closer to completing your project than before. Survey your options and come up with a new reasonable task that will bring you even closer to your goal. Once your new task has been selected, come up with a new habit-based plan, and get back to work. Your path toward project completion will proceed along these lines. One small task, efficiently executed, at a time, until, eventually, you get within striking distance of your goal, and make that final sprint.**

Rule 5: Consistency

- I. Step 1 The big “doers” in life tend to be those who are consistently working, piece by piece, On one Project At The Time. They get it done. Not in a week of caffeine-fueled frenzy, but in a half-year of small, frequent steps forward.**

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**Stage 8: Understand The Reward Is Waiting For Me For
Doing Deep Work.**

Rule 1: Consider What Reward Can I get for Finish Up Project or Deep Work.

Rule 2: Reward once You have to Finish Up The Work Or Project.

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Stage 9: Preparation Of The Task.

Rule 1-Preparation: Decide in advance what you'll work on during each deep work session. To work deeply you need to focus on one task and ignore everything else. When you decide what to concentrate on in advance, you can avoid multitasking.

- I. Step 1-Think about the tasks that you need to complete and note what time you plan to complete them. Newport recommends breaking down your tasks into half-hour blocks, making sure to schedule buffer blocks to handle emergencies or tasks that run over their allotted time.**

Rule 2-Give Yourself A time Limit for Each Task and Have Defined Clear Metrics of Success. For example, Newport suggests leading metrics like the number of pages you've written or the number of new ideas you've generated. Next to each item on the list, write about how long it'll take you to accomplish each task. Be realistic about this estimate. Then, try to complete each task within the confines of each time limit. Example you might set a goal to write 500 words every 30 minutes—this way, your task is straightforward and you naturally get two simple progress checks per hour.

Rule 3- To learn hard things quickly, you must focus intensely without distraction.”To produce at your peak level you need to work for extended periods with full concentration on a single task free from distraction.”In order to produce the absolute best stuff you're capable of, you need to commit to deep work.

Rule 4- Doing Hard Things:

- I. Step 1-Make better Goals: Goals shouldn't be way too long term. Instead make Goals that you can track, control & those which give you a clear course of action for tomorrow.**
- II. Step 2- Learn how you work: Learn how you get yourself to do that work. Also associate it with Rituals(schedule), environment.**
- III. Step 3- Break it down: Break Big goals into manageable ones by making a rough Roadmap.**

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Stage 10:Remind and Understand Law Of Productivity For Deep Work.

**Rule 1- Understand Law of Productivity for Deep Work and How Do I have To Approach to Deep Work, Studies, Learning, Thinking and Writing on Daily basis:
High Quality Work Produced = (Time Spent) x (Intensity of Focus).**

- I. Step 1-Do Not Seek Instant Gratification or enjoyment of Deep Work. But Apply Compound Effect, as you taking small steps consistently, which overtime leads to radical difference in your Deep Work and Focus.**
- II. Step 2- Deep Work and Focus Make it Habit. As It takes time Deep Work and Focus to become habit. The Habits become Routine, which is something you do every day without fail.**
- III. Step 3- Concentrate on What Is Important and One Task at the time. Never Multitask. Dedicate your full attention to the task. No Multitasking is allowed.**
- IV. Step 4- Consistency is the most important habit.**
- V. Step 5-DON'T WAIT FOR MOODS- show up, whether you feel inspired or not. Do Deep Work and Be There and Do Grinding of Deep Work, even if I Don't feel it On daily Basis.**
 - A. Remind Yourself that I choose The difficult thing to do for Good reasons. You need to feel like you choose the difficult Thing To Do, as you are autonomous author, as what it is you study, or work. The Work is going to be hard, but you understand that this would lead to greater things and opportunities**

- VI. Step 6-Remind yourself of what you're working towards. Having a goal in mind will give you motivation to finish your work, and you'll be more successful at staying focused.**
- VII. Step 7- Say NO-We need to learn the slow 'yes' and the quick 'no.' Simply being aware of what is being sold allows us to be more deliberate in deciding whether we want to buy it."**
- VIII. Step 8-Don't fall for Work Smart: Do not fall for the work smart only concept. You need to work very hard.**
- IX. Step 9- Practice: Practice if you are playing in the game, so when the moment comes in the game, its not new to me. That's the reason why you practice, thats the effort, so when you get to that moment, you do not have to think, instinctively things happen.**
- X. Step 10-Preparation: Do Proper Planning A Month, Week, Few days and night before which helps to prevent poor performance. The most prepared wins.**
- XI. Step 11-Do More: Stay back and do more work, and put effort to achieve the results I want. If the person makes 100 calls a day, you need to do 200 calls a day. If the person sells 20 products, you sell 40 products. If somebody practices 3 hours, then you do 5 hours. Do A little bit more.**
- XII. Step 12-Make One Move at A Time:You have to put one foot in front of the other. Focus on the day task. You have to have a plan in place, how you going to improve for each day to get better and stick it to the plan and trust the plan, that this brings to the end result.**
- XIII. Step 13-The market rewards people who outwork and out improve. Outwork Everyone: Try to prove that I was better then anybody else in the craft. Wake Up Early and Go To Bed Early. Get the competitive advantage by Waking up early and do the work.**

- XIV.Step 14- Regardless of What you Get paid per Hour, Give your best. Effort + Attitude Matters.** Anywhere you work, you need to work your tail off. No matter how much you paid me, I will work my tail off. This creates the reputation about you that you putting your best no matter how much you getting paid. This shows your great attitude, this will bring more opportunities in your life. Pay Attention to Your effort pay attention to your attitude.
- XV.Step 15- Rationality.** Taking an objective view of problems is valuable when you're [dealing with difficult people](#), or defusing situations where [people are angry](#). Instead of being drawn into a shouting match, a Stoic will seek a rational way to resolve the problem.
- XVI.Step 16-Calmness.** Staying cool and collected is seen as a characteristic of Stoics. By ignoring things they can't control, Stoics are able to focus on the things they can affect. This helps to relieve the stress that's associated with [working under pressure](#).
- XVII.Step 17-Strength.** Stoics are often able to demonstrate a strong, [resilient](#) attitude to work. Thinking like a Stoic won't make you immune to the demands of a heavy workload or a hectic working environment, but it will help you to recognize the stressors, and reduce their impact.
- XVIII.Step 18-Flexibility.** By seeking solutions to problems, and continually reflecting on their experiences, Stoics benefit from being able to [work flexibly](#). In turn, this helps them to respond to change, quickly and positively.
- XIX.Step 19-Morality.** Modern versions of Stoicism also emphasize the moral elements of the philosophy. Sticking up for what's right, and staying true to your values, are key steps toward achieving [ethical leadership](#).
- XX.Step 20-Honesty.** The self-scrutiny of Stoic meditation can help you to see what genuinely motivates you – and to communicate that motivation to others. In workplaces with a culture of [intrinsic motivation](#), that can be a particularly valuable skill.
- XXI.Step 21-Understanding.** Bringing reason to bear on your own behavior and motivations can also make it easier to understand other people's actions and emotions. This can help you to [empathize](#) with them, and to build better relationships as a result.

XXII.Step 22- Be tolerant with others and strict with yourself.” – Marcus Aurelius. It seems like a generic saying you’d see on a cheap mug, but to the Stoics, it’s a way of life: you can only control what you can control, and don’t sweat what you can’t prevent. And while experiencing pleasure and pain is a part of life, Stoics say these moods shouldn’t dominate your existence. While there will be moments of happiness and moments of sadness, those shouldn’t be the moments you’re living for. The only thing you can control, the Stoics say, is yourself, meaning [how you react](#) to the situation around you.

XXIII.Step 23- “Waste no more time arguing what a good man should be. Be one.” – Marcus Aurelius. Another meeting filled with talking about talking, another team huddle where you feel like you’re thinking about thinking – are you really doing your work, or just working around your work? Stoics would hate modern business culture that demands the use of jargon, unnecessarily complicated measures for accomplishing tasks, and dozens of meetings where nothing gets accomplished. And if you’re also tired of this old dynamic, refresh things yourself by streamlining your own processes and focusing on what actually matters in your job. What are your values and goals? What do you hope to tangibly achieve this week, this month, or this year? Set an example for your team and cut the fat to start working smart rather than working hard.

XXIV.Step 24-“Approach each task as if it is your last, giving up every distraction, emotional subversion of reason, and all drama, vanity, and complaint over your fair share.” – Marcus Aurelius. Stoic advice for completing tasks is to focus on one thing at a time until it’s done, which is definitely some advice that many could learn from in the technology era. While multitasking might seem like it makes things go faster, it really doesn’t, and it just crowds your mind with a thousand different thoughts. By “drama,” “vanity,” and “complaint,” Aurelius generally means that you shouldn’t dwell on how hard it is to focus. Just try it, and if you fail, that’s totally fine – the next quote has advice for that too.

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Stage 11: Pre Deep Work Routine

- 1. Rule 1- Set Up Pre Study Routine: Have you ever watched an athlete or sportsperson prepare for an event? They tend to have a set routine. Stretch in a certain way and a certain order, put their socks on at a certain moment, say a small prayer, talk to themselves with their eyes closed.**
- 2. Rule 2-Do The Focus Training on Daily Basis. Train Your Focus Before Doing Deep Work, Do The Training On Daily Basis In The Morning:**
 - I. Step 1-Training for Focus: Put Away Phone for 2-10 minutes. Sit Down and Pick a point on the object or wall, ideally an object should be the same distance placed to which you going to that work and stare at it, you are allowed to blink, and just try and relax, while maintaining visual focus for 2-5 minutes on the Object. As Your mind Starts to Drift, every once in a while, the mind understands that there is something you need to do, and you do not want to do it, or you can't focus, you will find is it's incredibly boring and agitating, like most things you need to focus on, and having hard time focusing on. What you will find is that it carries over to a really terrific ability to Read, Study, Listen and Deep Work. And You start to notice those internal signals. There is something you need to do, and you do not want to do it, or you can't Focus. Chances are You just have not really taught your brain, how to focus. So Start with your visual focus, and then let your mental focus follow that. After doing this Focus Training for 2 to 5 Minutes, then move into the work that you are about to do and really encourage yourself to do that.**
 - II. Step 2-Practice memorising a deck of cards.**
 - III. Step 3-Learn a song or poem by hard.**
 - IV. Step 4-Commit a list of words in a foreign language to memory.**
 - V. Step 5- Memorize the order of a stack of books.**

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Stage 12: Understand About Focus and Hard Focus.

1. Rule 1-Focus — the ability to concentrate all your limited talents on whatever's critical at the moment. Without that you can't accomplish anything of value.
2. Rule 2-Fortunately [sustaining focus for a long period of time] can be acquired and sharpened through training. His suggestion is to “sit down every day at your desk and train yourself to focus on one point.” To Marukami, training to write for four to five hours each morning was no different than training for the marathon that he's run every year for the past two decades. To me, this student is like Murakami's untrained novelist. School work, like any work that requires demanding thinking, is tiring. After a grace period of maybe 20 – 30 minutes, your mind starts to disengage. In [the red book](#), I compare the sensation to a weight descending inside your skull. Your energy fades and you begin to experience a desperate craving for novel stimulation. Nothing in the world seems more tempting than to go seek such stimulation — to check your e-mail, or sift through your Facebook feed like a hyper-extroverted gold prospector.
3. Rule 3-To succeed as a student (or a novelist) you have to fight that feeling and keep working. I call this ability *hard focus*. Fortunately, as Marukami explained, this deficiency can be remedied in the same way that a runner builds his endurance: you have to try to push yourself, each day, a little farther than is comfortable. Over time, your threshold raises. Systematically increased the amount of time I would force myself to work continuously without a break to seek unrelated stimulation. This culminated in my current schedule in which I write for 2 – 3 hours, take a break for lunch, e-mail, and exercise, and then work on my thesis for 2 – 3 hours, before finishing for the day.

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Stage 13: Being Focus and Doing Deep Work.

1. Rule 0- Use Steps in Choosing Topic and Learning From Rules of Reading

I. Step 1: Part 2: Steps In Choosing Topic, Skimming The Books, Articles Debate, Discussion For Deep Work Or Deep Study Or Bible Study.

- A. Step 5-How To Become Polymath. Page 24.**
- B. Step 6-Choose The Topic. Pages 25-34.**
- C. Step 7-Three Questions to Ask Yourself Before Saying YES to a New Commitment. Pages 35.**
- D. Step 8-What Tools I Will Use For Learning? Page 36.**
- E. Step 9-Narrow Down Subject or Topic. Pages 37-38.**
- F. Step 10-Information Overload: Why we're facing it and how to handle it. Pages 39-40.**
- G. Step 11-Compile Resources And Create Curriculum. Page 41.**
- H. Step 12-Filter Resources. Pages 42.**
- I. Step 13-Choose A Book, Article, Talk, Discussion, Debate, Speeches, Research, Newspaper, Journal And Give The Reason of The Choice. Pages 43-45.**
- J. Step 14-Intelligently Skimming Through The Book. Pages 46-50.**
- K. Step 15- Find Out What Kind of Resource is this? Pages 51-52.**

II. Step 2: Part 28: Learning and Create Learning Curriculum.

- A. Step 191-Books For Studies. Pages 2112-2114.**
- B. Step 192-Classical Education Curriculum. Page 2115-2117.**
- C. Step 193- UltraLearning Pages 2118-2237.**
- D. Step 194- How To Be Straight A Student. Pages 2238-2310.**

2. Rule 1-Deep Work is ability to focus without distraction on a cognitively demanding task. You Giving Your full attention. Without Distraction Piece is the most important part, and this means no Context Shifting, No Multitasking. Example When I am reading a book, I am not going to open my Email Box to glance every now and then. This creates new value, improve skills and Hard to Replicate. If there is distraction, this is not deep work, if not hard, then this is not deep work.

- I. No Context Shift At all While Performing Deep Work**
- II. No Glancing**
- III. No multitasking**
- IV. No Distraction**

3. Rule 2- Deep Work Timer

- I. Step 1-Have Deep Work Timer. If I get up for Bathroom or Coffee, then the Deep Work Timer is stoped, Once Back, Turn On Timer. Deep Work Hours Only counting, when I actually Do Deep Work.**

4. Rule 3- Study Time or Deep Work.

- I. Step 1-Our bodies follow what are known as ultradian rythms-ninety-minutes periods at the end of which we reach the limits of our capacity to work at highest level.**

II. Step 2- Study Or Deep Work intervals Maximum 45-90 Minutes.

III. Step 3- Take Break 5-10 Minutes To Do:

- A. Coffee**
- B. Walk Around**
- C. No Phones**
- D. Do the Training for your legs**
- E. Do the training for Eyes**

IV. Step 4-Big Break 1-2h

- A. Take 20 Minutes Nap within 4 Hours, after Triggering Learning, they learn much faster, In other words the brain rewires much faster.**

V. Step 5- Spend in Deep Work Between 1-14h a Day.

5. Rule 4- Take Notes By Using One Of The Following Methods:

I. Use Cornell Note Taking.

- A. Name.**
- B. Date.**
- C. Class and Period.**
- D. Topic.**
- E. Essential Question at the Top of Page.**
- F. Questions and Main Ideas on the Left Page of the Blank Page.**
- G. Notes On the Right Page of the Blank Page.**
- H. Summary at the bottom of the page.**

II. Analytical Learners: Outline/ List. Good Works well for recording terms, definitions, facts and sequences.

III. Sentence Method: The goal is to jot down your thoughts as quickly as possible. Works well in meetings or lectures that lack organization. Use when information is being presented very quickly.

IV. SQ3R (Survey, Question, Read, Recite, Review). Use for dense readings (like business books, text books, whitepapers, etc.). You start the process by skimming the material for bolded text, images, diagrams and summaries in order to produce a list of headlines or main topics.

V. Mapping. Mapping is a nonlinear system of note-taking that resembles a tree and root structure. Ideas stem from one major concept and are connected by lines (or “branches”). As a note-taking system, mapping works particularly well for visual learners, but it can also be a great tool for analytical-thinkers who have trouble brainstorming because it allows you to make connections you’d otherwise miss with a linear format. Works well for planning essays, recording meetings. Use for big-picture brainstorming sessions.

VI. Smart Wisdom. It’s a tool optimised for active listening in lecture situations. Instead of taking notes in full sentences, you record only keywords and place them in a chain that maps the thought process.

VII. Diagram And Processes. Diagrams help visually represent content. However they are not always versatile. A diagram usually serves one purpose best, so selecting the right diagram will make your notes more meaningful.

VIII. Diagram And Processes. Diagrams help visually represent content. However they are not always versatile. A diagram usually serves one purpose best, so selecting the right diagram will make your notes more meaningful.

IX. Charting. Charting is a great note-taking strategies when you need to compare and contrast ideas. The most widely used charting method is the Pro and Con list.

X. CERC.

- A. Claim**
- B. Evidence**
- C. Reasoning**
- D. Conclusion**

XI. Use Smart Notes.

- A. What is big Idea.**
- B. Question.**
- C. Evidence.**
- D. Conclusion.**

- 6. Rule 5-To “do less” is to slow down. Focus on one activity at a time. Do less total activities. Be willing to pass through occasional interludes of full non-productivity.**
- 7. Rule 6- Tools Will Be Used For Focus, Pay Attention and Concentration For Any Deep Work, Studies, Learning, Thinking and Writing.**
 - I. Step 1-Use, Listen, Follow and Apply Every Steps of Feynman Technique. Step 161- Feynman Technique. Pages 2014-2026.**
 - II. Step 2- Use Rules of Reading**
 - A. Skimming:**
 - **Step 14-Intelligently Skimming Through The Book. Pages 46-50.**
 - B. Entertainment**
 - **Method 1-Speed Reading. Pages 58-63.**
 - C. Methods for Basic Knowledge For Deep Work or Bible Study.**
 - **Method 1-Survey, Question, Read, Recite, Record, Reflect (SQR4). Pages 65-66.**
 - **Method 2-Use 80/20 Principle For Reading. Pages 67.**
 - **Method 3-Preview, Question, Read, Summary,Test (PQRST). Page 68.**
 - **Method 4-Flip Through Pages and Analyse. Page 69.**
 - **Method 5-Devotional Bible Study by Using Devotional Books. Pages 70-71.**
 - **Method 6-Devotional Bible Read. Pages 72-73.**

D. Deep Work, Deep Study, Bible Study or Any Book- SLOW Reading- Complex Text.

- **Method 1-Chapter Summary Method. Pages 142-146.**
- **Method 2-Character Quality Method. Pages 147-159.**
- **Method 3-Thematic Method. Pages 160-162.**
- **Method 4-Biographical Method. Pages 163-175.**
- **Method 5-Topical Method. Pages 176-179.**
- **Method 6-Word Study Method. Pages 180-188.**
- **Method 7-Book Background Method. Pages 189-193.**
- **Method 8-Book Survey Method. Pages 194-204.**
- **Method 9-Chapter Analysis Method. Pages 205-214.**
- **Method 10-Paragraph Study. Pages 215-228.**
- **Method 11-Verse by Verse Analysis Method. Pages 229-233.**
- **Method 12-Book Synthesis Method. Pages 234-237.**
- **Method 13-Theological Study Method of Bible Study. Pages 238-244.**
- **Method 14-Studying Bible Prophecy. Pages 245-258.**
- **Method 15-Typological Study Method. Pages 259-261.**
- **Method 16- John MacArthur Way Bible Study. Pages 262-267.**
- **Method 17-Inductive Bible Study Method. Pages 268-295.**
- **Method 18-BIBLICAL HERMENEUTICS. Pages 296-301.**
- **Method 19-Theological Group of Principles. Pages 302-305.**
- **Method 20- How To Read A Book Pages 306.**

E. Deep Work, Shallow Work, Bible Study, Analysis of Text, Research, Investigative Journalism, Investigation and Syntopicon, Mixed Method.

- **Method 21- How To Read A Book By Mortimer Adler Various edition Pages 340.**
- **Method 22-How To Read A Book For Various Books. Pages 341-599.**
- **Method 23- Syntopicon Pages 600-641.**
- **Method 24-The Craft of Research. Pages 642-881.**
- **Method 25-Research Books can Be Used. Pages 882-897.**
- **Method 26-Investigative Journalism. Pages 898-923.**
- **Method 27-Mixed Methods of Rules of Reading. Pages 924-943.**

F. Part 6: Analysis Of Book By Using External Sources.

- **Step 40-Aids To Reading, Listening, Conversation, Debate. Pages 944-957.**
- **Step 41-Commentaries On Book and What Are Other Take on? Pages 958.**
- **Step 42-Review Of The Book. Pages 959-962.**
- **Step 43-Analysing Author and Publisher and Audience. Pages 963-966.**
- **Step 44-How To Spot Bad Science. Pages 967-977.**
- **Step 45-Content Of Critical Review. Pages 978-979.**
- **Step 46-The Funding of Book, Author, Publisher, Speaker, Presenter, School, Government, Politician, Companies, Influencer, Newspaper, Journalist or Other Person. Pages 980-1017.**
- **Step 47-Was There Propaganda and Conspiracy Theories In the Book and Propaganda Analysis. Pages 1018-1025.**
- **Step 48-What did I take From the Book. Pages 1026-1031.**
- **Step 49-Implication of The Book. Pages 1032.**
- **Step 50-My Arguments For Or Against The Author, Writer, Speaker, Debater. Pages 1033-1035.**

- **Step 51-Improve My Arguments and I would Have Another Chance, how would I Approach. Pages 1036-1037.**
- **Step 52-Basic Exploration, Experimentation and Practice. Pages 1038.**
- **Step 54-Simplify The Topic For Myself First. Pages 1055.**
- **Step 55-Reflect, Refine And Simplify. Pages 1056.**
- **Step 56-Return to the source material if you get stuck. Go back to whatever you're learning from – a book, lecture notes, Journal, Newspaper, podcast or any other resource and source – and fill the gaps in your knowledge. Pages 1057-1059.**

G. Part 8: Simplify Explanation and Creating Analogies.

- **Step 70-Simplify your explanations and create analogies. Streamline your notes and explanation, further clarifying the topic until it seems obvious. Additionally, think of analogies that feel intuitive. Pages 1314.**

H. Part 9:Reflect, Refine and Simplify.

- **Step 71-Reflect, Refine, and Simplify. Page 1316.**

I. Part 10:Organise And Review.

- **Step 72-Organise And Review. Pages 1315.**

J. Part 11:Deep Work and Application.

- **Step 73- The Focus to Say No. Pages 1320.**
- **Step 74-Half Life.The Decay of Knowledge and What to Do About It. Pages 1321-1329.**
- **Step 75-Power of I do not know. Pages 1330.**
- **Step 76-Application. Pages 1331-1339.**
- **Step 77-Letting The World Do The Work For You. Pages 1340-1345.**

III. Step 3- Do And Practice Thinking, Logic and Mental Model For Deep Work, Studying, Learning and Personal Growth.

A. Part 7: Thinking, Logic and Mental Model For Deep Work or Deep Study, Or Bible Study

- **Step 57- Slow Down. Pages 1061-1063.**
- **Step 58- NOT MULTITASK. Pages 1064.**
- **Step 59-You Have Required To Do The Work For Thinking and Applying Mental Tool Models. Pages 1065-1080.**
- **Step 60-Why Critical Thinking, Logic, Thinking and Mental Tools Are Important? Pages 1081-1083.**
- **Step 61-Intradisciplinary Thinking. Pages 1084-1125.**
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- **Step 66-Journaling. Pages 1299.**
- **Step 67-Letting The World Do The Work For You. Pages 1300-1305.**
- **Step 68-Journaling. Pages 1306.**
- **Step 69-Letting The World Do The Work For You. Pages 1307-1312.**

IV. Step 4- Do Decision Making For Deep Work, Studying, Learning and Personal Growth.

A. Part 12: Deep Work and Decision Making.

- **Step 78- Slow Down. Pages 1347-1349.**
- **Step 79-NOT MULTITASK. Pages 1350.**
- **Step 80-You Have Required To Do The Work For Decision Making. Pages 1351-1366.**
- **Step 81- Use Rules of Reading for Decision Making 1367-1368.**
- **Step 82-Decision Making Books. Pages 1369.**
- **Step 83-Decision Making. Pages 1370-1407.**
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- **Step 85-Letting The World Do The Work For You. Pages 1409-1414.**
- **Step 86-Journaling. Pages 1415.**
- **Step 87-Letting The World Do The Work For You. Pages 1416-1421.**

V. Step 5- Communication For Deep Work, Studying, Learning and Personal Growth.

A. Part 13:Deep Work and Communication.

- **Step 88- Slow Down. Pages 1423-1425.**
- **Step 89-NOT MULTITASK. Pages 1426.**
- **Step 90-You Have Required To Do The Work For Communication. Pages 1427-1442.**
- **Step 91- Use Rules of Reading For Communication. Pages 1443-1444.**
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VI. Step 6-Strategy and Tactics.

A. Part 16:Deep Work, Shallow Work, Strategy and Tactics.

- **Step 111- Slow Down. Page 1599-1601.**
- **Step 112-NOT MULTITASK. Pages 1602.**
- **Step 113-You Have Required To Do The Work For Strategy and Tactics. Pages 1603-1618.**
- **Step 114- Use Rules of Reading to Analyse The Topic For Strategy and Tactics. Pages 1619-1620.**
- **Step 115-Strategy and Tactic Books. Pages 1621-1622.**
- **Step 116-A Primer on Strategy. Pages 1623-1626.**
- **Step 117-Strategy vs. Tactics: Why the Difference Matters. Pages 1629-1632.**
- **Step 118-Thinking, Logic and Mental Model. Pages 1633.**
- **Step 119- Tiny Gains. Massive Results. Pages 1634-1635.**
- **Step 120-Letting The World Do The Work For You. Pages 1636-1641.**

VII. Step 7 WRITING

A. Part 15:Deep Work and Writing.

- **Step 103- Slow Down. Page 1491-1493.**
- **Step 104-NOT MULTITASK. Pages 1494.**
- **Step 105-You Have Required To Do The Work For Writing. Pages 1495-1510.**
- **Step 106- Use Rules of Reading to Analyse The Topic For Writing. Pages 1511-1512.**
- **Step 107-Writing Books. Pages 1513-1517.**
- **Step 108- How To Become Straight A Student. Pages 1518-1590..**
- **Step 109- Thinking, Logic and Mental Model. Pages 1591.**
- **Step 110-Letting The World Do The Work For You. Pages 1592-1597.**

VIII.Step 8- Performance.

A. Part 20:Deep Work and Performance.

- **Step 148-Performance Books. Pages 1950.**
- **Step 149- Tiny Gains. Massive Results. Pages 1951-1902.**
- **Step 150-The Ultimate Deliberate Practice Guide: How to Be the Best. Pages 1953-1973.**
- **Step 151-Review, Reflection, Review and Accountability. Pages 1974-1975.**
- **Step 152-Improvement. Pages 1976**
- **Step 153- Feedback System In Place. Pages 1976.**
- **Step 154-Repeat. Pages 1977.**
- **Step 155-Letting The World Do The Work For You. Pages 1978-1983.**
- **Step 156- Spend 5k-10k Hours On subject to Become Expert. Pages 1984.**

IX. Step 9- Review, Journaling and Visualisation

A. Part 25: Journaling and Review of 6 Month And Month.

- **Step 171-Materials Needed and Listen And Follow Rules of Reading For Journaling and Review of 6 Month And Month. Pages 2074.**
- **Step 172-Reflect. Pages 2075.**
- **Step 173-Analyse Strength and Weaknesses. Pages 2076.**
- **Step 174- Analyse Threats and Opportunities. Pages 2076.**
- **Step 175- Improvement. Pages 2076.**
- **Step 176- Steps to Take To Do Better and Improve. Pages 2077.**
- **Step 177- Ideas and Gratitude. Pages 2077.**

B. Part 26: Journaling and Review of Week.

- **Step 178-Materials Needed and Listen And Follow Rules of Reading For Journaling and Review of The Week. Pages 2079.**
- **Step 179-Reflect. Pages 2080.**
- **Step 180-Analyse Strength and Weaknesses. Pages 2081.**
- **Step 181- Analyse Threats and Opportunities. Pages 2081.**
- **Step 182- Improvement. Pages 2081.**
- **Step 183- Steps to Take To Do Better and Improve. Pages 2082.**
- **Step 184- Ideas and Gratitude. Pages 2082.**

X. Step 10- Use Flashcard. Flashcards are an amazing way to learn paired associations between questions and answers.

XI. Step 11- Active Recall. After learning something try to write all that you can remember on a piece of paper. Actively recalling the information WITHOUT ANY HELP. If you are capable of reproducing the information verbally, in your own words without looking at the textbook, you got it.

XII. Step 12- The Question Book Method. Take notes by rephrasing rather than writing down the exact wordings.

XIII.Step 13-Self-generated challenges. Create challenges for yourself to solve later.

XIV.Step 14-Closed-book learning. Limit your ability to look for hints.

XV.Step 15-Don't give up on hard problems easily. The more you push through hard problems, the easier your problem-solving skills get.

XVI.Step 16-Prove things to understand them. Your understanding can be an illusion and the only way to know for sure is to prove your knowledge of things.

XVII.Step 17-Always start with a concrete example. Humans learn mostly by doing so it is important to create concrete examples.

XVIII.Step 18-Don't fool yourself. Ask lots of questions to check your understanding.

XIX.Step 19- Train Memory:

- A. Mom (motivation, observation and Method).**
- B. Linking words to Images (Visualisation).**
- C. Linking new information to old information (Association).**
- D. Add emotion.**
- E. Creating a story to link sequence of words.**
- F. Use LOCI story method. The loci story method is basically the story method with one additional feature: Your story involves you going through different parts of a setting (such as a house), and each setting has one object that represents something in the list your trying to memorize. The benefit of this method is that you don't have to come up with a new story every time. You just use the same story, except you change the items in each setting. For example, you can imagine a big mansion with 10 rooms, and during the story you walk through all 10 rooms. In each room you find a different object, which you can change to suit the list you're trying to memorise. Again, you have to make the story vibrant by using visualisation, association, and emotion.**

8. Rule 6- In the Exam

I. Step 1- Use How To Be Straight A Student.

A. Step 194- How To Be Straight A Student. Pages 2238-2310.

II. Step 2 Plan-What you will write before writing anything down. It is extremely important to review the entire exam and skimming through all the questions. This will allow your brain to think about the topics and you'll have a better understanding of the overall difficulty and length of the exam. The next thing that you need to do is to formulate a rough schedule for answering the questions. If you are pressured by time, you should keep a few minutes as a safety buffer and distribute the remaining time as needed among the questions. By doing this, you ensure that you have enough time to go through the entire exam and that you won't get too absorbed by a single difficult question.

III. Step 3- Proceeding- Starting with the questions you can answer easily. The proceeding to answer the more difficult questions.

IV. Step 4- Proofreading- leaving yourself time at the end to go over everything. Check all the answers and fix any typos and double check your grammar. If you have spare time, you can check whether or not you might be able to improve any of your answers.

I Will Read or Listen Like AudioBook On Phone, On Daily Basis And Apply TO The Task, Deep Work, Deep Studies, Learning and Studies.

Stage 14:Post Deep Work.

Stage 5: Rules and Step To Take After Deep Work is Done.

- 1. Rule 1- Set Time For Family and Family Stuff.**
- 2. Rule 2- Set Time for Bible Read or Listen and Prayer.**
- 3. Rule 3- Set Time For Meditation.**
- 4. Rule 4- High Quality Leisure During Downtime. The Reason Prioritise Downtime?**
 - I. Downtime Improves Our Thinking - Have you ever hit a roadblock in your work and ended the day in frustration, only to come back the next day with a perfectly formed solution? This is the power of the pause. Allowing your mind to rest lets you work through complex challenges with greater clarity than if you powered on empty. As Newport notes, “Providing your conscious brain time to rest enables your unconscious mind to take a shift sorting through your most complex professional challenges.”**
 - II. Downtime Replenishes Our Ability to Practice Deep Work - Deep Work makes the case that “you can restore your ability to direct your attention if you give this activity a rest.” After work, don’t direct your attention to high-priority tasks. Instead, give your mind uninterrupted rest through activities like gathering with friends or family, cooking, or walking in nature. Adversely, sneaking in extra emails or group chat conversations does not allow for true rest.**
 - III. Our Ability for Deep Work is Finite - Unfortunately, as valuable as deep work is, it can’t be done in unlimited quantity. Newport suggests the upper limit for deep work per day is four hours. Beyond this, our ability to direct focused attention diminishes. Given this, there is plenty of time in the evening to make room for the downtime that will serve your deep work sessions the following day.**

IV. List Of Down Time High Leisure Activities:

- **Walk.**
- **Run.**
- **Cooking.**
- **Spending Time With Family**
- **Repair things**
- **Read.**
- **Get New Hobby.**

5. Rule 5-Reviewing, Journaling and Visualisation. Use Rules of Reading to review My Day. If you've had a negative week, make changes to your schedule to cut out factors that led to it.

6. Rule 6- Set Time For Auditing Time Spent. Audit how you're spending your work time. Reflect on and tweak your schedule: Newport suggests reviewing the accuracy of your time blocks at the end of each day. This will help you set more accurate goals and expectations in the future. Ask Questions

- I. Did I reach My Goal For Number of Hours Spent On Deep Work This Week? Yes or No**
- II. How Many Items ON My Daily Plan Did I complete?**

7. Rule 7- Exercise On Daily Basis.

8. Rule 8-Eat Right: You required energy for you to last long time, stamina, efficiency.

- I. Use Keto Diet.**
- II. Check The Food and The Minerals I need to intake.**
- III. Do Intermittent Fasting. Between 18/6 to 23/1**

- 9. Rule 9-Sleep Helps To Learn and Focus: Just like downtime helps your brain process the information you've been absorbing, sleep does that multiplied manyfold. Sleep is essential. We simply cannot overstate the importance of good sleep. The Best Thing that Anyone Can Do for Mental Health, Physical Health and Performance in Athletic or Cognitive Endeavours is to make sure that you are getting enough Quality Sleep, enough of the time for you.**
- I. Step 1-Avoid viewing bright lights—especially bright overhead lights between 10 pm and 4 am.**
 - II. Step 2-If you wake up in the middle of the night (which, by the way, is normal to do once or so each night) but you can't fall back asleep, consider doing an NSDR protocol when you wake up.**
 - III. Step 3-Expect to feel really alert ~1 hour before your natural bedtime.**
 - IV. Step 4-Keep the room you sleep in cool and dark and layer on blankets that you can remove.**
 - V. Step 5-Drinking alcohol messes up your sleep. As do most sleep medications.**
 - VI. Step 6-Kids (and indeed all of us) have changing sleep needs over time. Adjust accordingly.**